

Eligibility Requirements to Order a Birth Certificate

Birth certificates may issued to:	Documents required to prove relationship:
The registrant (person named on certificate)	
Current spouse	Marriage certificate is required – or for common law marriage we can accept notarized affidavit of common law marriage, joint income tax returns, or insurance policies. (In the case of common-law marriage, the document must clearly state: husband & wife)
Ex-spouse	Must present proof of direct & tangible interest. Marriage certificate is not acceptable. (i.e. insurance policy, letter from SSA, etc.)
Parent / Co-parent	Must be listed on birth certificate or death certificate
Stepparent	Marriage certificate to a parent listed on birth certificate is required
Legal guardian	Original, certified court order proving custody is required
Grandparents/Great grandparents	Birth certificate(s) proving relationship required. (Cannot accept baptisms, hospital records or school records, unless the customer has a letter from the state of birth stating no record of birth was found)
Siblings/Half siblings	Birth certificate proving at least one same parent required (Cannot accept baptisms, hospital records or school records, unless the customer has a letter from the state of birth stating no record of birth was found)
Children/Grandchildren/Great grandchildren	Birth certificate(s) proving relationship is required (Cannot accept baptisms, hospital records or school records, unless the customer has a letter from the state of birth stating no record of birth was found)
Legal representative/Paralegals	Proof of client relationship required, as well as proof of the client's relationship to the registrant
Consular Corps/Consulate offices	Must present appropriate credentials verifying they are associated with the consulate
Adoption Agencies	Certified court orders proving custody is required. (May also accept notarized "Special Power of Attorney" document signed by mother and father if listed)
Genealogists	Notarized signed release from immediate family member required as well as proof of the family member's relationship. Certificate marked "For Genealogical Use Only"
In-laws/aunts/uncles/nephews/nieces/cousins	Only eligible for birth records of deceased relatives that are over 50 years old and must present a copy of the registrant's death certificate.
Recruiters	Birth certificate can only be issued upon a signed release from inductee or they can have a DD372 (birth verification) completed
Governmental agencies (SSA, Human Services, etc.)	No additional document needed – fee may apply